Approved For Release :
CIA-RDP70-00211R000200190001-7

For Calendar Year 1957

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH 12/57

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	Dec.	REPORTING PERIOD JAN-DEC. 57 TOTAL	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	59	1009		
2. RECORDS ACCESSIONED	595	8,176		
3. RECORDS DISPOSED OF AT CENTER	75	1,950		
4. RECORDS TRANSFERRED FROM CENTER	106	3,452		
5. RECORDS HOLDINGS				
6. DISTRIBUTION MATERIAL RECEIVED	654	3,167		
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	64	1,351		
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	76	760		
9. DISTRIBUTION MATERIAL HOLDINGS				
10. TOTAL HOLDINGS				

II. REFERENCE SERVICES

SERVICE (Number)		REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,328	12,969		
12. INFORMATIONAL REQUESTS	128	3,495		
13. INFORMATION REPORTS	68	2,393		
14. INTELLIGENCE REPORTS	3,669	58,377		
15. ADMINISTRATIVE ISSUANCES	341	10,792		
16. TOTAL	5,534	88,026		

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)		REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	25,429	171,920	
B. RETURNS	3,420	43,304	
18. ADMINISTRATIVE ISSUANCES	2,426	30,617	
19. TOTAL	31,275	245,841	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)		REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	285	8,120	
21. PHOTOCOPY	57	1,303	
22. DITTO	21	733	
23. TOTAL	363	10,156	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	
25. UTILIZED	
26. COMMITTED	
27. AVAILABLE	

FORM NO. 490j
1 MAR 57

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